

How to Start Registering an International Entity in SAM.gov



SAM.gov is an official website of the United States government. There is **no** charge to register or maintain your entity registration in SAM.gov.

Introduction and Definitions

What is SAM.gov?

You can use SAM.gov to register to do business with the U.S. government. A SAM.gov registration is required to bid on and receive payment for U.S. federal government contracts or to receive federal funds.

Registering includes both entity validation and entity registration. The U.S. federal government only requires registration if your contract is federally funded.

What is entity validation?

Before you can register your entity, you must validate it. Entity validation confirms an entity's existence, location, and uniqueness. The uniqueness of an entity is based on it being a separate legal entity with a separate physical address.

An entity validation service (EVS) independently verifies the uniqueness of an entity. SAM.gov verifies that there is no existing registration for the entity as part of validation. Once your entity is validated, you will receive a Unique Entity Identifier for it. This process is required by the Federal Acquisition Regulation (FAR) [part 52.204-6](#).

What is a Unique Entity ID?

SAM.gov assigns a Unique Entity ID to entities when they pass validation. The Unique Entity ID is a 12-character alphanumeric identifier used in SAM.gov and other federal government systems as a way to identify a unique entity.

What is entity registration?

An entity registration allows you to apply for U.S. federal government contracts and assistance.

You must renew your registration every 365 days for it to remain active. We recommend that you begin your renewal 45–60 days before your registration expires so that you have enough time to validate your entity and complete the registration.

What is an international entity?

The term “international entity” in this guide means any entity that is based outside of the United States. For a thorough definition of what entities are included, please see the Code of Federal Regulations, [2 CFR 200.1](#).

Entities in SAM.gov are prime contractors, organizations, or individuals applying for assistance awards, those receiving loans, sole proprietors, corporations, or partnerships desiring to do business with the U.S. federal government. “Entity” can also refer to a party that has been suspended or debarred, is covered by a prohibition or restriction, or is otherwise excluded from doing business with the government.

What do I need to get started?

Before starting a registration, international entities must obtain a North Atlantic Treaty Organization (NATO) Commercial and Government Entity (NCAGE) code. Get an [NCAGE Code here](#).

When you get an NCAGE code, you will supply a legal business name and a physical address for your entity. You must use the same name and address to register in SAM.gov.

Once you have your NCAGE code, gather the other information you will need to validate and register your entity. This information includes (but is not limited to) your:

- Entity’s [legal business name](#)
- [Physical address](#)
- [National identifier](#) (if applicable)
- Entity [start year](#)
- [Tax identification number](#) (TIN)—*only needed if your entity pays U.S. taxes*
- Banking information—*only needed if your entity has a U.S. bank account that you want to use to receive payments*
- [NCAGE code](#)
- Information about the types of goods and services you provide
 - [NAICS codes](#) ([List of NAICS codes](#))
 - [Product and service codes](#) (PSCs) ([List of PSCs](#))
- Entity size (number of employees and worldwide total receipts)
- Entity points of contact

Visit the [Get Started](#) page at SAM.gov to view a checklist to help you prepare for registration.

Validate Your Entity

You can review the process for entity validation [here](#). For international entities, you will not be asked to provide a U.S. state of incorporation. Instead, you may be asked for your country of incorporation and national identifier. If you are asked to provide a national identifier, you should be able to find it in the list provided [here](#).

If you do not find your information when validating your entity in SAM.gov, you must [submit documentation](#) to prove your entity's legal business name, physical address, start year, country of incorporation, and national identifier. If your documentation is in a language other than English, you **must also submit a certified translation** with the original documentation.

The translator must certify the translation as complete and accurate, and by the translator's certification, assert that they are competent to translate from the foreign language into English. We suggest using this format which includes the translator's name, signature, address, and certification date on the translated document:

Certification by Translator

I [insert typed name], certify that I am fluent (conversant) in the English and [insert foreign language] languages, and that the above/attached document is an accurate translation of the document attached entitled [insert translated document name].

[Signature]

[Typed Name]

[Address]

[Certification Date]

Completing Validation

If you submitted documentation, then the EVS will update your entity information. Once that has happened, return to SAM.gov to [complete your validation](#).

As you complete your validation, you will choose whether to allow your entity record to be [publicly displayed in SAM.gov](#). If you deselect the checkbox

- Your information will be visible to you, other users with a role with your entity, and U.S. federal government users.
- Your information will not be visible to any other users when searching.
- Your information is **still available** under the U.S. Freedom of Information Act (FOIA) and is included in data extracts and [application programming interface](#) (API) data.

Register Your Entity

Registering your international entity is the same as registering a U.S. entity for [contracts](#) or [assistance](#), with two key exceptions in the [Core Data](#) section:

1. You do not need to enter a TIN, unless you have U.S. employees or file any U.S. federal taxes.
2. You do not need to enter banking information, unless you have a U.S. bank account that you want to use to receive payments.

If you are registering to be eligible to bid on contracts, you will complete the Assertions, [Representations and Certifications](#), and Points of Contact sections.

If you are registering to be eligible to apply for financial assistance, you will complete the Financial Assistance Representations and Certifications and the Points of Contact sections.

Entity Roles

The person who registers the entity will be assigned as an Entity Administrator. You should [assign the same role](#) to at least one other person in your organization. Otherwise, you will have to submit a letter to the Federal Service Desk to replace your Entity Administrator if they leave your organization (which can delay renewing your registration).

To learn more about entity roles, see the [Role Management Guide](#) and more information on specific [roles and permissions](#).